

COMPUTERIZED MANAGEMENT MAINTENANCE SYSTEM TECHNICIAN

DISTINGUISHING FEATURES

The fundamental reason the Computerized Management Maintenance System Technician position exists is to maintain an inventory database that lists all assets of the Water Operations Division of the Water Resources Department. This classification is non-supervisory. This position reports to the Water Operations Systems Coordinator.

ESSENTIAL FUNCTIONS

Collects information from the equipment at old and new water operations sites.

Maintains a system for tracking parts ordered and used. Tracks part numbers, and any part number changes. Processes work orders, initiating work and imputing completion data and making sure labor and parts are assigned to the right center.

Inputs data collected from the SCADA system to individual site records for run times and other information necessary to develop and determine life cycle costs of individual pieces of equipment. Assists in determining monthly production by collecting SCADA information.

Develops reports and spreadsheets requested by the engineering departments. Assists technicians and purchasing in ordering parts. Tracks status of punch lists and constructions schedules.

Make changes to City water system to adjust for demands, major waterline breaks, and pump failures within the system. Monitor system and via computer respond to various alarms and pages i.e. low reservoir levels, pump failure, high levels at sewer lift stations.

Act as liaison with Information Systems, Geographic Information Systems and Water Operations regarding computer software and hardware issues.

Completes special projects as assigned.

Attendance and punctuality are essential functions of this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Microsoft software programs including Word, Excel, Access as well as the City of Scottsdale purchasing and accounting systems.

Ability to:

Prepare and present oral and written reports.

Communicate effectively (orally and in writing) with clearly organized thoughts using proper sentence construction, grammar and punctuation.

Establish and maintain effective working relationships with co-workers, supervisors, contractors and the general public.

Lift and carry heavy objects over 50lbs.

Communicate using a telephone and two way radios.

Education and Experience:

Two years experience in the operation of potable and wastewater pumping systems is required. Must have experience with a telemetry system controlling pumping systems. Previous experience in creating a database used for inventory control and with packaged inventory control programs is necessary.

Must possess a valid Arizona Drivers License with no major driving citations in the last 39 months.

FLSA Status: Non-exempt

HR Ordinance Status: Classified

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